

## REPORTS INVENTORY

CONTROL NO.

DDS/OC-046

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Contract Information System #27996, #2799  
#27999, #2799C2. TYPE  
OF  
REPORT
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

☒ COMMUNICATIONS

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

Form

8. ADP PROCESSING

☒ YES  
☐ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DDSET/PPE

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OC-SPD/CEN

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)Contractor monthly report  
Contractor initial proposal

Logistic contract &amp; FY Budget Information

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13/5	8.06		12		96.72		12		\$1,160.64

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$1,160.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used by middle and upper management in the control and utilization of research and development of unique electronic equipments.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STA

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Deputy Chief, OC-SPD/CEN

18. EXTENSION